

U. S. COAST GUARD



WATERFRONT FACILITY COMPLIANCE BOOKLET

NAME: _____

FIN: _____ MOBILE UNIT # _____

COTP: _____

DATE: _____

CG TEAM LEADER: _____

INSTRUCTIONS

1. Initial the appropriate block if it applies.
2. Line out and N/A the non-applicable sections.
3. Complete the pre-inspection check list prior to commencing the examination.
4. Record all discrepancies opposite the item.
5. Complete a diary entry for your exam.
6. Sign the back of the booklet in the appropriate section.
7. Insure that the facility representative receives an initial copy of the inspection report.
8. Complete COTP's review and transmit Letter of Inspection signed by COTP.

PRE-INSPECTION CHECK LIST

- ☐ 1. Conduct a complete review of the facility's file.
- ☐ 2. Determine type of facility and the applicability of the regulations.
 - ☐ Designated Waterfront Facility Section 1
 - ☐ LNG Facility Section 2
 - ☐ LHG Facility Section 3
 - ☐ Bulk Liquid Facility Section 4
 - ☐ Mobile Bulk Liquid Facility Section 5
 - ☐ MARPOL Reception Facility Section 6
 - ☐ Passenger Terminal Section 7
- ☐ 3. Print out the appropriate checklist sections. Cover page, Instructions Page, and Sections 8 and 10 should always be printed.
- ☐ 4. Conduct a complete review of the facility's Operations Manual.
- ☐ 5. Determine if the facility has any approved "Alternatives." Note in remarks.
- ☐ 6. Determine if the facility has any approved "Exemptions." Note in remarks.
- ☐ 7. Does the facility have a Letter of Intent?
- ☐ 8. Conduct a review of the facility's Security Plan as applicable.
- ☐ 9. Does the facility have a Letter of Approval?
- ☐ 10. Is the Operations Manual and Emergency Manual marked "Examined by the Coast Guard?" (if required)
- ☐ 11. Does the facility have a current Pollution Response Plan? (33 CFR 154.1025)
- ☐ 12. Does the facility use a vapor control system? (33 CFR 154.800)
 - ☐ A. Has it been certified?
 - ☐ B. Is a copy of the certificate on file?
- ☐ 13. Note the last date of previous inspection/survey. _____
- ☐ 14. Note the last date of any required test or inspections.
- ☐ 15. Print out the MSLE facility file for this facility and verify the information during the inspection.
- ☐ 16. Has a Physical Security/Vulnerability Assessment been conducted and is it on file? (MSM Vol. 7, Chap. 2.c.1)
 - ☐ Yes. Consider new assessment if significant changes at facility.
 - ☐ No. Conduct initial assessment.

****Inspectors are cautioned to wear all required personal protection equipment. The facility file should be reviewed to identify all potential cargo and equipment hazards that could be encountered during the inspection. Inspectors will comply with all of the facility's personal protection requirements in addition to Coast Guard requirements.****

SECTION 1.

DESIGNATED WATERFRONT FACILITY INSPECTION (33 CFR 126)

A. CONDITIONS FOR DESIGNATION

- | | | Remarks |
|-----|--|-------------------------------------|
| 1. | <input type="checkbox"/> Fire Extinguishing Equipment 126.15(a)(1)
Available and maintained in adequate quantities, locations, and types.

Must meet State and Local laws or NFPA 10, 13, 14, & 307 | <hr/> <hr/> <hr/> |
| 2. | <input type="checkbox"/> Marking of Fire Appliance Locations 126.15(a)(2)
location of all fire appliances, including hydrants, standpipe and hose stations, fire extinguishers and fire alarm boxes are conspicuously marked and readily accessible according to NFPA . 10, 13, 14, and 307 | <hr/> <hr/> <hr/> |
| 3. | <input type="checkbox"/> Warning Signs 126.15(a)(3)
Constructed and installed in accordance with NFPA 307, CH 7-8.7 | <hr/> <hr/> <hr/> |
| 4. | <input type="checkbox"/> Lighting 126.15(a)(4)
If the facility transfers dangerous cargo between sunset and sunrise:
Must have outdoor lighting that adequately illuminates the transfer work area

Must be installed and maintained in accordance with NFPA 70 | <hr/> <hr/> <hr/> <hr/> <hr/> |
| 5. | <input type="checkbox"/> International Shore Connection 126.15(a)(5)
If the facility receives foreign flagged vessels, the facility must have an International Shore Connection in meeting ASTM F-1121 | <hr/> <hr/> <hr/> |
| 6. | <input type="checkbox"/> Access to the Facility 126.15(a)(6)
Whenever dangerous cargo is transferred or stored on the facility access to the facility must be limited | <hr/> <hr/> <hr/> |
| 7. | <input type="checkbox"/> Security Measures 126.15(a)(7)
Guards must be stationed, or equivalent controls, to deter and detect:
Unlawful entrance
Detect and report fire hazards and fires
Detect and report releases of dangerous cargos and hazardous materials
Check the readiness of protective equipment
Report emergency situations at the facility. | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| 8. | <input type="checkbox"/> Material Handling Equipment 126.15(a)(9)
When dangerous cargo is being transferred or stored on the facility, material handling equipment, trucks, and other motor vehicles operated by internal combustion engines must meet NFPA 307 CH 9 | <hr/> <hr/> <hr/> |
| 9. | <input type="checkbox"/> Smoking 126.15(a)(10)
Allowed on the facility where permitted by State and Local Law

"No Smoking" signs must be conspicuously elsewhere on the facility | <hr/> <hr/> <hr/> |
| 10. | <input type="checkbox"/> Rubbish and Waste Material 126.15(a)(11)
Must be placed in adequate waste receptacles | <hr/> <hr/> <hr/> <hr/> <hr/> |

Facilities that handle dangerous cargo not in transportation units 126.15(b)

11. [] **Arrangement of Cargo 126.15(b)(1)**

Cargo, freight, merchandise, or material on the facility must be arranged to provide access for firefighting and clearance for fire prevention according to NFPA 307, CH 8-5
12. [] **Portable Fire Extinguishers 126.15(b)(2)**

Adequate quantities and locations

Meets requirements of NFPA 10

Inspected and maintained in accordance with NFPA 10
13. [] **Electrical Systems 126.15(b)(3)**

All new electrical equipment and wiring must be of the same type
And installed as specified under NFPA 70

Defective and dangerous electrical equipment and wiring must be
Promptly repaired, replaced, or permanently disconnected
14. [] **Heating Equipment 126.15(b)(4)**

Open fires and open-flame lamps are prohibited

Heating equipment must meet NFPA 307 Ch 9-4
15. [] **Maintenance Stores and Supplies 126.15(b)(5)**

Hazardous materials may be stored only in amounts necessary for
Normal operating conditions.

Must be stored in compartments that are:
Remote from combustible Materials
Constructed to provide safe storage
Kept clean and free of scrap materials, empty containers,
soiled wiping rags, waste, and other debris

Facilities that handle dangerous cargo in transportation units 126.15(c)

16. [] **Terminal Yards 126.15(c)(1)**

Must conform to NFPA 307 Ch 5
16. [] **Containers 126.15(c)(2)**

Containers packed with dangerous goods can not be stacked more than four high

B. CONDITIONS FOR FACILITY OF PARTICULAR HAZARD

1. [] **Conditions for Facility of Particular Hazard 126.16**
Warning alarms installed (siren or rotating flashing light).

Heard or seen for 1 mile during normal facility working conditions.

C. STOWAGE AND HANDLING OF DANGEROUS CARGOES

1. [] **Permits Required for Handling Designated Dangerous Cargo 126.17**

Handling, loading, discharging, or transporting designated dangerous cargo without a permit issued by the COTP.

Permit waived under conditions of 33 CFR 126.17?

2. [] **Quantity of Designated Dangerous Cargo 126.19**
Not exceeding limits specified by permit.

3. [] **Permitted Transactions 126.21**
No excess dangerous cargo present

Dangerous cargo present incident of its prompt transshipment

4. [] **General Permit for Handling Dangerous Cargoes 126.27**

Prior notification of COTP.

No prohibited Class I (explosive) or other dangerous cargos

Break-bulk dangerous cargo must be segregated according to 49 CFR 176.83(a) through (c)

Transport units and portable tanks containing dangerous cargo must be segregated according to 49 CFR 176.83(a), (b), and (f)

Break-bulk dangerous cargo must be segregated from transportation Units containing dangerous cargo according to 49 CFR 176.83(e)

Solid dangerous cargo must be separated to prevent interaction of incompatible materials in the event of an accident 49 CFR 176.83

Division 4.3, 5.1 and Class 8 must be stored in a manner that prevents them from contacting water

Class 8 and Division 5.1 must be handled and stored so that in the event of a leak they do not come in contact with organic material

Dangerous cargo stored on the facility must be arraigned in a manner that retards the spread of fire

Dangerous cargo stored on the facility must be packaged, marked and labeled in according to 49 CFR parts 171 – 180

Class 7 material must be stored as specified in 49 CFR 173.447

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- This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

SECTION 2.

LNG FACILITY INSPECTION (33 CFR 127 Subpart B)

A. GENERAL

Remarks _____

1. ☐ **Letter of Intent 127.007**

- properly submitted
- for new facility, at least 60 days before construction begins;
- inactive existing facility, at least 60 days before transfer;
- contains all information required in 33 CFR 127.007(d).

- written notice of changes.

- written notice if no LHG/LNG transfer operations scheduled within next 12 months.

2. ☐ **Inspections of Waterfront Facilities 127.011**

- operator allowing examination

3. ☐ **Alternatives 127.017**

- conduct a file review for COTP approved alternatives to the regulations. Ensure compliance. Facility copy readily available.

4. ☐ **Operations Manual and Emergency Manual 127.019**

- manuals marked "Examined by the U.S. Coast Guard."

B. WATERFRONT FACILITIES HANDLING LIQUIFIED NATURAL GAS

1. ☐ **Design and Construction: General 127.101**

- meets criteria in NFPA 59A.

2. ☐ **Piers and Wharves 127.103**

- designed to resist earthquakes, if necessary.

- substructures:
 - made of concrete or steel;
 - fire endurance rating > 2 hrs.

- storage tanks volume necessary for:
 - surge protection;
 - pump suction supply;
 - other process needs.

3. [] Layout and Spacing of Marine Transfer Area for LNG 127.105

- impounding spaces
- loading flange located at least 300 meters from:
 - each bridge crossing navigable waterway;
 - each entrance to any tunnel under navigable waterway.

Remarks _____

4. [] Electrical Power Systems 127.107

- separate emergency power source.
- meets National Electrical Code, NFPA 70.
- emergency power source provides enough power for:
 - emergency shutdown system;
 - communications equipment;
 - firefighting equipment;
 - emergency lighting.
- auxiliary generator meets Section 700-12 of NFPA 70.

5. [] Lighting Systems 127.109

- separate emergency lighting.
- not confused with any ATON or interfere with navigation.
- provide average illumination 1 meter above deck that is:
 - loading flange = 54 lux;
 - work area = 11 lux.
- emergency lighting provides lighting for:
 - emergency shutdown system;
 - communications equipment;
 - firefighting equipment.

6. [] Communications Systems 127.111

- ship to shore communications.
- separate emergency system.
- dedicated to allow voice communication between PICs and personnel in control room.

7. [] Warning Signs 127.113

- seen from shore and water.
- have the following text:
 - Warning
 - Dangerous Cargo
 - No Visitors
 - No Smoking
 - No Open Lights
- letters are block style, black on white, and 3 inches high.

8. [] Sensing and Alarm Systems 127.201

- fixed sensors:
 - audio and visual alarms in control room;
 - audio alarms nearby.
- fixed sensors continuously monitoring vapors:
 - in each enclosed area;
 - meet Section 9-4 of NFPA 59A.
- fixed sensors continuously monitoring for flame, heat, or products of combustion:
 - in each enclosed or covered Class I, Division 1, hazardous location defined in Section 500-5(a) of NFPA 70;
 - in each area in which flammable or combustible material is stored;
 - meet Section 9-4 of NFPA 59A.

Remarks _____

9. [] Portable Gas Detectors 127.203

- at least 2 in transfer area.
- capable of measuring 0-100% of lower flammable limit of methane.

10. [] Emergency Shutdown 127.205

- can be activated manually.
- activated automatically when fixed sensors measure concentrations exceeding 40% of lower flammable limit.

11. [] Warning Alarms 127.207

- rotating or flashing amber light.
- siren.
- light and siren unobstructed for 1 mile in all directions.

12. [] Persons in Charge of Shoreside Transfer Operations: Qualifications and Certification 127.301

- at least 48 hrs LNG transfer experience.
- knows hazards of LNG.
- knows rules in 33 CFR 127.
- knows procedures in Ops and Emergency Manuals.
- certification in writing available for inspection at facility.

13. [] Operations Manual 127.305

Remarks _____

- contains description of transfer system:
 - mooring areas;
 - transfer connections;
 - control rooms;
 - diagrams of piping and electrical systems.

- duties of transfer personnel.

- maximum relief valve setting.

- maximum allowable working pressure.

- facility telephone numbers for:

- supervisors;
- PICs;
- personnel on watch;
- security personnel.

- description of security system.

- procedures for:

- transfer operations;
- transfer operation start-up and shutdown;
- security violations;
- communications systems.

- description of training program.

14. [] Emergency Manual 127.307

- LNG release response procedures.

- emergency shutdown procedures.

- description and operating procedures for fire equipment/systems.

- description of emergency lighting and power systems.

- telephone numbers for:

- local USCG units;
- hospitals;
- fire departments;
- police departments;
- other emergency response organizations.

- location and provisions of personnel shelters.

- first aid procedures, location of first aid stations.

- emergency procedures for mooring/unmooring a vessel.

15. [] Motor Vehicles 127.311

- designated parking spaces:
 - do not block fire lanes;
 - do not impede any exits;
 - not located in impounding space;
 - not within 15 meters of any storage tank or loading flange.
- no parking in non-designated space or refueling during transfer operations.

Remarks _____

16. [] Bulk Storage 127.313

- flammable liquids stored in transfer area:
 - only those allowed by 127.313(a)
 - stored IAW Chapter 4 of NFPA 30.

17. [] Declaration of Inspection 127.317

- available for all transfers within last 30 days.
- properly completed with the following information:
 - name of vessel and facility;
 - date and time transfer operations started;
 - list of requirements per 127.315 with initials of facility PIC after each requirement;
 - signature of facility PIC, date and time of signing;
 - signature of each relief PIC, date and time of each relief.

18. [] Records 127.409

- description of the components tested under 127.407.
- date and results of tests under 127.407.
- description of any corrective action taken after tests.
- available for all tests within the last 24 months.

19. [] Training: General 127.503

- full time employees:
 - basic LNG firefighting procedures;
 - LNG properties and hazards.
- additional training for persons assigned for transfer operations:
 - examined Operations and Emergency Manuals;
 - advanced LNG firefighting procedures;
 - security violations;
 - LNG vessel design and cargo transfer operations;
 - LNG release response procedures;
 - first aid for frostbite, burns, CPR, transporting injured personnel.
- refresher training at least once every 5 yrs.

20. [] Fire Equipment: General 127.601

- red or some other conspicuous color:
 - hydrants and standpipes;
 - hose stations;
 - portable fire extinguishers;
 - fire monitors.

- if applicable, bears approval of one of the following:
 - Underwriters Laboratories, Inc.;
 - Factory Mutual Corp.;
 - Coast Guard.

Remarks _____

21. [] Portable Fire Extinguishers 127.603

- meet 9-6.1 of NFPA 59A and Chapter 3 of NFPA 10.

- at least one in each designated parking area.

22. [] Emergency Outfits 127.605

- one suit for each person whose duties include fighting fires, but at least 2.

- must include the following:
 - explosion proof flashlight;
 - boots and gloves of rubber/electrically nonconducting material
 - rigid helmet;
 - water/fire resistant clothing;
 - U.S. Bureau of Mines approved SCBA.

- readily accessible and marked for easy recognition.

23. [] Fire Main System 127.607

- provides at least 2 water streams to each LNG transfer piping and each connection, one of which from a single length of hose or fire monitor.

- isolations valves:
 - at least one at each branch connection;
 - at least one downstream of each branch connection.

- capacity:
 - simultaneously supply all hydrants, standpipes, and fire monitors;
 - supply the two outlets with greatest pressure drop between source of water and the hose or monitor at a pitot tube pressure of 75 psi.

- at least one pressure relief valve, if capable of supplying at greater than design working pressure.

- fire hose:
 - at each hydrant or standpipe;
 - at least 1 1/2 in diameter and 100 ft or less in length;
 - on hose rack or reel;
 - connected to hydrant or standpipe;
 - has USCG approved nozzle.

24. [] Dry Chemical Systems 127.609

- provides at least 2 discharges to area surrounding loading arm.
- one must be:
 - from a monitor;
 - actuated and, except for pre-aimed monitors, controlled from location other than the monitor.
- capacity to supply simultaneously or sequentially each hose or monitor for 45 seconds.
- at least one length of hose at each hose station:
 - on hose rack or reel;
 - nozzle with a valve that stops flow of dry chemical.

Remarks _____

25. [] International Shore Connection 127.611

- IAW ASTM F-1121.
- 2 1/2 in. fire hydrant.
- 2 1/2 in. hose of sufficient length to connect hydrant to vessel.

26. [] Hotwork 127.617

- permit from COTP?

27. [] Security on Existing Facilities 127.701

- past security procedures and arrangements continued and maintained or upgraded whenever LNG transfer operations are conducted.

28. [] Access to the Marine Transfer Area for LNG 127.703

- access limited to:
 - personnel who work at facility;
 - USCG personnel;
 - other personnel authorized by operator.
- personnel must have:
 - facility issued ID or other ID with photo;
 - visitor's badge and escort.

29. [] Security Systems 127.705

- security patrols once every hour, or
- manned television monitoring system used to detect:
 - unauthorized personnel;
 - fires;
 - LNG releases.

30. [] Security Personnel

- instructed on security violation procedures.

31. [] Protective Enclosures 127.709

- fence or wall that prevents trespassing.
- around:
 - impounding spaces;
 - control rooms and stations;
 - electrical power sources.

32. [] Communications 127.711

- direct communications between security patrol and other operating or security personnel on duty on the facility.

Remarks_____

SECTION 3.

LHG FACILITY INSPECTION (33 CFR 127 Subpart C)

A. GENERAL

Remarks _____

1. ☐ **Letter of Intent 127.007**

- properly submitted
- for new facility, at least 60 days before construction begins;
- inactive existing facility, at least 60 days before transfer;
- contains all information required in 33 CFR 127.007(d).

- written notice of changes.

- written notice if no LHG/LNG transfer operations scheduled within next 12 months.

2. ☐ **Inspections of Waterfront Facilities 127.011**

- operator allowing examination

3. ☐ **Alternatives 127.017**

- conduct a file review for COTP approved alternatives to the regulations. Ensure compliance. Facility copy readily available.

4. ☐ **Operations Manual and Emergency Manual
127.019**

- manuals marked "Examined by the U.S. Coast Guard."

B. WATERFRONT FACILITIES HANDLING LIQUIFIED HAZARDOUS GAS

1. ☐ **Piping Systems 127.1101**

- designed and constructed IAW ASME B31.3.

- not exposed to physical damage from vehicular traffic or cargo-handling equipment.

- if under navigable waters: meets 49 CFR 195.248.

- isolation valve with bleed connection:
 - at transfer manifold of each transfer line and vapor return line;
 - transfer hoses/loading arms can be blocked off, drained or pumped out, and depressurized before disconnecting;
 - bleeds or vents to safe area.

- isolation valve located at edge of marine transfer area:
 - each transfer line and vapor return line;
 - readily accessible.

- Remarks**

[illegible]

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- manifolds, loading arms, independent mating flanges:
 - at least 60 meters (197 ft) from bridge crossing navigable waterway or tunnel entrance/superstructure under a navigable waterway, if used by general public or railway;
 - at least 30 meters (98.5 ft) from public roadway or railway.

Remarks _____

5. ☐ Electrical Systems 127.1107

- specified by and IAW NFPA 70.

6. ☐ Lighting Systems 127.1109

- transfers of LHG between sunrise and sunset?

☐ yes ☐ no

- if yes, outdoor lighting illuminates marine transfer area.

- located or shielded so that it is not:

- mistaken for ATON;
- interfering with navigation.

- minimum average illumination on horizontal plane 1 meter above walking surface:

- 54 lux (5 foot-candles) at any loading flange;
- 11 lux (1 foot-candle) for remainder of transfer area.

7. ☐ Communications Systems 127.1111

- 2-way voice between PICs on vessel and facility.

- usable in all phases of transfer and all weather.

- devices listed as intrinsically safe by NFPA recognized independent laboratory.

8. ☐ Warning Signs 127.1113

- can be seen from shore and water

- bear the following:

Warning
 Dangerous Cargo
 No Visitors
 No Smoking
 No Open Lights

Note: "No smoking" and "No Open lights" may be omitted when LHG being transferred is not flammable.

- each letter on sign must be:

- block style;
- black on white background;
- at least 7.6 cm (3 inches) high.

9. [] Gas Detection 127.1203

Remarks _____

- flammable gas detectors:
 - at least 2 portable or 1 fixed in marine transfer area;
 - indicates whether concentration exceeds 30% of Lower Flammable Limit for each flammable product;
 - meets ANSI S12.13, Part 1.
- toxic gas detectors:
 - at least 2 portable or 1 fixed in marine transfer area;
 - indicates whether concentration is above, at or below any Permissible Exposure Limit listed in 29 CFR 1910.1000, Table Z-1 or Z-2.
- each gas detector serves to:
 - detect leaks;
 - check structures for gas accumulation;
 - indicate worker's exposure to toxic gases.

10. [] Emergency Shutdown 127.1205

- each piping system has a quick-closing shutoff valve.
 - located as close as practicable to terminal manifold or loading-arm connection;
 - close on loss of power;
 - close in 30 seconds or less;
 - capable of local manual closing and remotely controlled closing;
 - if transferring flammable LHG:
 - = have fusible elements that melt at < 105C (221F) and activate emergency shutdown, or
 - = have a sensor that performs the same function.
- remote actuator for each valve:
 - = accessible;
 - = at least 15 meters (49.2 ft) from terminal manifold or loading arm;
 - = conspicuously marked;
 - = automatically shuts down pumps or compressors used in transfer.

11. [] Warning Alarms 127.1207

- rotating or flashing amber light visible for at least 1 mile in all directions.
- siren audible for at least 1 mile in all directions.
- obstruction?
- additional or alternative warning devices?

Remarks _____

- if yes, then:

- 48 hours transfer experience with each LHG transferred.

- knows hazards of each LHG transferred.
- knows rules of 33 CFR 127 subpart C.
- knows procedures in Ops and Emergency Manuals.
- certification:
 - in writing;
 - current copy available for inspection at facility.

- required subjects for PICs:
 - properties and hazards of each LHG transferred;
 - use of gas detectors;
 - use of respiratory protection equipment;
 - basic firefighting procedures
 - Ops and Emergency Manuals
 - configuration and limitations of cargo systems of LHG vessels;
 - procedures for transferring to/from LHG vessels;
 - response procedures for a release handled by facility;
 - first aid for burns, CPR, exposure to toxic LHG, and transport to medical facility;
 - restrictions on access to transfer area.

- refresher training for PICs at least every 5 years.
- record of training:
 - for each person trained;
 - retained for duration of employment + 12 months.

- description of each liquid and vapor transfer system including:
 - mooring areas;
 - transfer connection;
 - control room (where installed);
 - diagram of piping and electrical systems.

- [illegible]

- for each LHG handled:
 - physical description;
 - description of hazards;
 - first aid procedures;
 - response procedures for a release;
 - if flammable, fire fighting procedures.
- emergency shutdown:
 - description of emergency shutdown system;
 - procedures for emergency shutdown.
- fire equipment:
 - description of the number, kind, place and use of fire equipment;
 - description of the number, kind, place and use of portable fire extinguishers.
- telephone numbers:
 - local Coast Guard units;
 - hospitals;
 - fire departments;
 - police departments;
 - other emergency response organizations.
- location and provisions of personnel shelters.
- location of each first aid station.
- emergency procedures for mooring and unmooring a vessel.

- if off-site organization provides emergency response, copy of written agreement.

Remarks_____

17. [] Motor Vehicles 127.1311

- parked only in designated parking space.
- no refueling in transfer area.
- no operation of vehicle/mobile equipment constituting an ignition source within 15 meters (49.2 ft) of:
 - storage containers;
 - manifolds;
 - loading arms;
 - independent mating flange.
- designated parking spaces:
 - do not block fire lanes;
 - do not impede entrances/exits;
 - not located within 15 meters (49.2 ft) of any storage container, manifold, loading arm, or independent mating flange containing flammable liquid or gas.

18. [] Storage of Hazardous Materials 127.1313

- only the following materials stored in marine transfer area for LHG:
 - the LHG being transferred;
 - fuel required by vessel or emergency response equipment in area;
 - oily wastes received from vessels;
 - solvents, lubricants, paints, and similar materials in the amount required for one day's operations and maintenance.
- flammable liquids not stored in bulk are stored IAW Chapter 4, NFPA 30.

19. [] Declaration of Inspection 127.1317(e)

- signed copy of declaration of inspection available at the facility for all transfers within last 30 days.
- declaration of inspection contains:
 - name of vessel and facility;
 - date and time the transfer begins;
 - list of requirements in 127.1315 and initials of both PICs after each requirement;
 - signatures of both PICs and date and time of signing;
 - signature of each relief PIC and date and time of each relief.

20. [] Access to Marine Transfer Areas for LHG 127.1325

- access limited to:
 - personnel who work in the area;
 - transfer personnel;
 - vessel personnel;
 - delivery and service personnel in the course of their business;
 - Federal, state, and local officials;
 - other persons authorized by the operator.

- [illegible]

- [illegible]

- test of warning alarms:
 - = at least once every 6 months;
 - = if transfer occurs less than every 6 months, then before each transfer.
- records (127.1409):
 - description of components inspected or tested under 127.1403 or 127.1407;
 - date and results of each inspection or test;
 - description of any repairs;
 - date and description of each alteration or major repair;
 - information kept on file at least 24 months after inspection, test, alteration or major repair.

Remarks _____

22. [] Firefighting Equipment 127.1501 thru 127.1511

- general (127.1501):
 - evaluation for firefighting equipment submitted to COTP with emergency manual;
 - equipment adequately maintained, periodically inspected and tested;
 - the following painted red or other conspicuous color and readily accessible:
 - = hydrants and standpipes;
 - = hose stations;
 - = portable fire extinguishers;
 - = fire monitors;
 - equipment bears approval, if applicable, of independent laboratory recognized by NFPA.
- portable fire extinguishers (127.1503):
 - of appropriate number size, and kind IAW NFPA 10.
- emergency response and rescue (127.1505):
 - emergency response and rescue arranged;
 - if by facility personnel: furnished appropriate training and equipment;
 - if by off-site organization, then written agreement indicating:
 - = services it will perform;
 - = time within which it will perform them.
- water systems for fire protection (127.1507):
 - water supply;
 - means of distributing and applying water to:
 - = protect personnel;
 - = cool storage tanks, equipment, piping, and vessels;
 - = control unignited leaks and spills in transfer area.
 - on pier or wharf:
 - = one 2 1/2 in supply line;
 - = one 2 1/2 in fire hydrant;
 - = enough 2 1/2 in fire hose to connect hydrant to vessel.
 - each water system must simultaneously supply:
 - = all fixed fire protection systems at their design flow and pressure for the worst single incident foreseeable;
 - = 63 L/s (1000 gpm) for streams from hand-held hoses;
 - = for at least 2 hrs.

- equipment for controlling and extinguishing fires (127.1509):
 - portable or wheeled extinguishers suitable for gas fires available at strategic sites.
- international shore connection (127.1511):
 - if receives foreign flag vessels, has international shore connection meeting ASTM F-1121.

Remarks _____

23. [] Fire Protection 127.1601 thru 127.1605

- smoking (127.1601):
 - no smoking in marine transfer area for LHG unless neither flammable LHG nor its vapors are present or the person is in a place designated and marked IAW local law.
- hotwork (127.1603):
 - permit from COTP?
- other sources of ignition (127.1605):
 - no open fires or open flame lamps;
 - heating equipment will not ignite combustible material;
 - spark arrestors installed where applicable;
 - all rubbish, debris and waste in appropriate receptacles.

SECTION 4.

BULK LIQUID FACILITY INSPECTION (33 CFR 154 and 156)

A. GENERAL

Remarks _____

1. ☐ **Alternatives 154.107 and 156.107**

- conduct a file review for COTP approved alternatives to the regulations. Ensure compliance. Facility copy readily available.

2. ☐ **Exemptions 154.108 and 156.110**

- conduct a file review of COMDT approved exemptions to the regulations. Ensure compliance. Facility copy readily available.

3. ☐ **Letter of Intent 154.110 and 154.740**

- written notice of changes.
- cancelled in writing if operations no longer conducted.
- copy available at facility.

4. ☐ **Facility Examination 154.120**

- operator allowing examination.
- performing tests for compliance.

B. OPERATIONS MANUAL

1. ☐ **General 154.300**

- manual current.
- readily available for COTP examination.
- readily available for PIC of transfers.
- includes translations into languages understood by all PICs of the facility.
- responsibilities of transfer personnel per 154 and 156.

2. ☐ **Contents 154.310**

- ensure that the facility operation is accurately depicted by the Operations Manual.
- geographic location.

- Remarks

- Remarks

-

-

-
-
-

- proper connections (must be one of the following):
 - fully threaded;
 - flanges meet ANSI Standard B16.5 or ANSI Standard B16.24;
 - quick-disconnect couplings meet ASTM F-1122.
- markings or records:
 - name of product handled, "OIL SERVICE", or "HAZMAT SERVICE - SEE LIST" followed by symbol;
 - MAWP;
 - date of manufacture;
 - date of last test;
 - burst and test pressure recorded (not on hose).
- automatic backpressure shut-off nozzles, if necessary for hose used for fuel transfers.

Remarks _____

2. [] Transfer Hose: Tests & Conditions 156.170

- no unrepaired kinks, bulges, soft spots, loose covers, other defects.
- no cuts, slashes, or gouges that penetrate the first layer of hose reinforcement.
- no external/internal deterioration.
- annually tested at 1.5 MAWP, does not burst, bulge, leak or abnormally distort.
- record test info in Physical Info (Section 10, Part I)

3. [] Loading Arms: Design & Markings 154.510

- meets ANSI B31.3 (for those placed in service after 30 Jun 73).
- manufacturer's certification permanently marked or recorded elsewhere.
- means of draining or closing before disconnect.

4. [] Loading Arms: Tests & Conditions 156.170

- no defects that would permit the discharge of oil or hazardous material.
- annually tested at 1.5 MAWP, does not leak.
- record test into Physical Info (Section 8, Part I)

5. [] Transfer Pipe System 156.170

- no defects that would permit the discharge of oil or hazardous material.
- annually tested at 1.5 MAWP, or approved alternative; does not leak.

- extent of pipe test:
 - to first valve inside SPCC area, or
 - other approved procedure? Explain.

- record test info in Physical Info (Section 8, Part I)

6. [] Transfer System Relief Valves and Pressure Valves 156.170

- TSRVs open at or below pressure setting.
- pressure gauges show pressure within 10% of actual pressure.
- record test info in Physical Info (Section 8, Part I)

7. [] Emergency Shutdown, Remotely Operated Valves, Tank Level Alarms 156.170

- operating properly.
- record tests info in Physical Info (Section 8, Part I).

8. [] Closure Devices 154.520

- enough to blank off ends of each hose and loading arm not connected for transfer (new, unused hose and hose that has been cleaned and gas freed are exempt).

9. [] Monitoring Devices 154.525

- required by COTP? [] yes [] no
- operational.

10. [] Small Discharge Containment 154.530

- required at each:
 - handling or loading arm area.
 - hose connection manifold.
 - each hose connection during coupling, uncoupling, and transfer (fixed or portable).
- capacity required.

hose/loading arm diameter (in)	fixed capacity required
1.0 - 6.0	2 BBLS
6.1 - 11.9	3 BBLS
12 +	4 BBLS
if COTP finds above not practical	1/2 BBL (portable)

11. [] Small Discharge Removal 154.540

- means to safely remove within 1 hour without discharge into water.

Remarks _____

12. [] Discharge Containment Equipment for Oil & Hazardous Liquids 154.545

- booming required for oil or hazmat transfer?
- IF OIL FACILITY SEE PART F, OIL SPILL RESPONSE PLANS, IF HAZARDOUS LIQUIDS FACILITY CONTINUE.
- adequate amount of equipment.
- "ready access" established through:
 - direct ownership;
 - joint ownership;
 - CO-OP or OSRO membership;
 - contractual agreement.
- compare with Ops manual for required amounts and access.
- time limits for deployment.
- condition of equipment stored at facility, if any.

Remarks _____

13. [] Emergency Shutdown 154.550

- enables vessel PIC to stop flow from facility to vessel, or direct facility to do same.
- note type in remarks, and who controls
 - electric, pneumatic, or mechanical link to facility;
 - electronic voice communication system continuously operated.
- near dock manifold connection.
- meets time requirements;
 - oil facility:
 - = operating after 1 Nov 80: 30 seconds;
 - = operating on or before 1 Nov 80: 60 seconds;
 - hazardous liquid facility:
 - = operating on or after 4 Oct 90: 30 seconds;
 - = operating before 4 Oct 90: 60 seconds.

14. [] Communications 154.560

- continuous two-way voice communication between vessel and facility PICs.
- means to signal use of communications.
- usable in all conditions of weather and operations.
- portable radios:
 - marked or documented as intrinsically safe;
 - certified as intrinsically safe by national testing lab or certification organization recognized by COMDT.
- test communications, record results in remarks.

Remarks

- [illegible]

date: _____

date: _____

- date: _____
- _____
- _____
- _____

- [illegible]

- analyzers - calibrated within previous 2 weeks or 24 hours:

- hydrocarbon analyzer: ☐ yes ☐ no

- oxygen analyzers: ☐ yes ☐ no

Remarks _____

E. FACILITY OPERATIONS

1. ☐ PIC Designation/Qualification 154.710, 154.730 and 154.740(b)

- designated by facility operator.

- experience:

- at least 48 hours in transfer operations;
- adequate experience at current facility.

- review operations manual for training requirements.

- has certification of completion of required training.

- evidence of designation carried or immediately available at facility.

- record of each person currently designated as Person in Charge.

2 ☐ PIC Limitation Exemption 156.115

- PIC authorized by COTP to be PIC for both facility and vessel during transfer operations?

☐ yes (explain in remarks) ☐ no

3. ☐ Are Transfer Notifications Made if Required by 156.118

☐ yes ☐ no ☐ N/A

4. ☐ Records Available 154.740

- letter of intent

- declaration of inspection:

- available for all transfers within last 30 days;
- signed only by PICs listed in facility's current record of PIC under 154.740;
- properly completed with following information:
 - = name of vessel and facility;
 - = address/location of transfer;
 - = date transfer started;
 - = list of requirements per 156.120;
 - = date/time of signing, signature/title of all PICs involved in transfer.

- date and result of most recent test or examination under 156.170.

- hose information required under 154.500(e) and (g).

- record of all COTP examinations within last 3 yrs.

13. [] Rubbish 154.735(I)

- kept in receptacles.

Remarks

**14. [] Internal Combustion Engine Equipment
154.735(j)**

- not a fire hazard.

- approved fire extinguisher attached, unless one readily nearby.

15. [] Spark Arresters 154.735(k)

- provided on all chimneys or appliances that:

- use solid fuel:

- are a hazard to nearby combustible material.

16. [] Welding/Hot Work 154.735(I)

- conducted IAW NFPA 51B.

- notification of the COTP required?

17. [] Heating Equipment 154.735(m)

- has sufficient clearance.

18. [] Automotive Equipment with ICE 154.735(n)

- not refueled on pier or wharf.

19. [] Fires and Flame Lamps 154.735(o)

- no open fires or flame lamps

20. [] Electrical Wiring and Equipment 154.735(p), 154.735(q) and 154.735(r)

- maintained in safe condition to prevent fires.

- if installed after 4 Oct 90:

- meets NFPA 70;

- shows approval for use by:

= underwriters laboratories;

= Factory Mutual Research Corp.;

= Canadian Standards Association.

**22. [] Tank Cleaning/Gas Freeing Operations
154.735(s)**

- IAW ISGOTT

23. [] Security Guards or Equivalent Controls 154.735(t)

- prevent lawful access.
- detect fires.
- report emergencies.

Remarks _____

24. [] Warning Signs 154.735(v)

- posted at point of transfer, without obstruction.
- conform to 46 CFR 151.45-2(E)(1) or 153.955.

F. OIL SPILL RESPONSE PLANS

1. [] Operating Restrictions 154.1025

- plan submitted.
- operating in compliance with plan after 18 Aug 93.
- contracts under plan still valid.
- plan reapproved by COTP every 5 yrs.

2. [] Qualified Individual & Alternate 154.1026

- QIC Name: _____
- Alternate Name: _____
- designation documents.

3. [] Method of Ensuring Availability of Response Resources 154.1028

- OSRO Contract? Date: _____
 - name of OSRO: _____
 - effective period of contract: _____
- facility self-certification? Date: _____
- OSRO membership document? Date: _____
 - name of OSRO: _____
- other OSRO document? Date: _____
 - name of OSRO: _____
 - acknowledges intent to commit resources;
 - permits CG verification;
 - referenced in response plan.

- OSRO identified in response plan?

- name of OSRO: _____
- OSRO's written consent to being identified in plan.

- all applicable contracts and documents list above:
- retained at facility;
- available for review.

4. [] MTR (NTR) Discharge Scenarios 154.1029 and 154.1035

- MTR AMP discharge: _____ BBLS

- MTR MMP discharge: _____ BBLS

- MTR worst case: _____ BBLS

- NTR worst case: _____ BBLS

- consistent with criteria in 154.1029? [] yes [] no

5. [] Sensitive Areas Identified in the ACP 154.1035

- list:

- (1) _____

- (2) _____

- (3) _____

- (4) _____

6. [] Response Resources Identified 154.1045

- resources for AMP discharge:

- containment deployable within 1 hour;
- recovery/storage equipment available on scene in 2 hours;
- sufficient transport/deployment equipment.

- resources for MMP discharge:

- high volume:
 - = Great Lakes ports: available on scene in 6 hours.
 - = other ports: available on scene in 12 hours.
- sufficient transport/deployment equipment.

- resources for worst case discharge:

- TAPAA facility: equipment required on scene under 3 tier system.
- non-TAPAA facility: equipment required on scene per 3 tier system.
- sufficient transport/deployment equipment.

- list major response equipment for AMP/MMP in Physical Info Sect.

Remarks _____

7. [] Training 154.1050

- record of response training maintained and available.
- retained for 3 years.

Remarks _____

8. [] Drills 154.1055

- monthly notifications drills; dates: _____
- semi-annual equipment deployment drills; dates: _____
- annual tabletop drills; dates: _____
- annual unannounced drill; dates: _____
- retain records for 3 years.

9. [] Inspection/Maintenance of Non-OSRO Resources 154.1057

- major equipment periodically inspected and maintained in good operating condition.
- records of inspection/maintenance available.
- records retained for 3 years.
- COTP verification of on-site equipment:
 - inventory verified: [] yes [] no
 - records verified: [] yes [] no
 - condition of equipment verified: [] yes [] no
 - inspection/operational test performed: [] yes [] no
if no;
- COTP verification of OSRO equipment:
 - last inspection of OSRO; date: _____

10. [] Date of Most Recent Inspection of Major Response Equipment for AMP/MMP Discharge

- boom
- skimmers
- tow capable boats/engines h.p.
- note date in Physical Info Section.

11. [] Plan Approved by COTP 154.1060

- copy available to owner/operator.
- copy available to qualified individual.
- retained records for 3 years.

12. [] Annual Review by Owner/Operator 154.1065

- annual letters/amendments included with copy of plan.
- changes entered in plan and noted in "Record of Changes."
- dates of annual letters/amendments; dates: _____
- plan revisions required per 154.1065(b).

Remarks _____

SECTION 5.

MOBILE BULK LIQUID FACILITY INSPECTION (33 CFR 154 and 156)

A. GENERAL

Remarks _____

1. ☐ **Alternatives 154.107 and 156.107**

- conduct a file review for COTP approved alternatives to the regulations. Ensure compliance. Facility copy readily available.

2. ☐ **Exemptions 154.108 and 156.110**

- conduct a file review of COMDT approved exemptions to the regulations. Ensure compliance. Facility copy readily available.

3. ☐ **Letter of Intent 154.110 and 154.740**

- written notice of changes.
- cancelled in writing if operations no longer conducted.
- copy available at facility.

4. ☐ **Facility Examination 154.120**

- operator allowing examination.
- performing tests for compliance.

B. OPERATIONS MANUAL

1. ☐ **General 154.300**

- manual current.
- readily available for COTP examination.
- readily available for PIC of transfers.
- includes translations into languages understood by all PICs of the facility.
- responsibilities of transfer personnel per 154 and 156.

2. ☐ **Contents 154.310**

- ensure that the facility operation is accurately depicted by the Operations Manual.

- Remarks

- all approved amendments incorporated in manual per 154.310(c).

- manual marked "Examined by the Coast Guard."

- minimum burst pressure per 154.500(a).
- MAWP per 154.500(b).
- nonmetallic hoses usable for oil or hazardous material service.
- proper connections (must be one of the following):
 - fully threaded;
 - flanges meet ANSI Standard B16.5 or ANSI Standard B16.24;
 - quick-disconnect couplings meet ASTM F-1122.
- markings or records:
 - name of product handled, "OIL SERVICE", or "HAZMAT SERVICE - SEE LIST" followed by symbol;
- automatic backpressure shut-off nozzles, if necessary for hose used for fuel transfers.

- no unrepaired kinks, bulges, soft spots, loose covers, other defects.
- no cuts, slashes, or gouges that penetrate the first layer of hose reinforcement.
- no external/internal deterioration.

- annually tested at 1.5 MAWP, does not burst, bulge, leak or abnormally distort.
- record test info in Physical Info (Section 8, Part I)

3. [] Transfer System Relief Valves and Pressure Valves 156.170

- TSRVs open at or below pressure setting.
- pressure gauges show pressure within 10% of actual pressure.
- record test info in Physical Info (Section 8, Part I)

4. [] Emergency Shutdown, Remotely Operated Valves, Tank Level Alarms 156.170

- operating properly.
- record tests info in Physical Info (Section 8, Part I).

5. [] Closure Devices 154.520

- enough to blank off ends of each hose and loading arm not connected for transfer (new, unused hose and hose that has been cleaned and gas freed are exempt).

6. [] Small Discharge Containment 154.530

- required at each:
 - handling or loading arm area.
 - hose connection manifold.
- capacity - not less than 5 gallons.

7. [] Discharge Containment Equipment for Oil & Hazardous Liquids 154.545

- booming required for oil or hazmat transfer?
- IF OIL FACILITY SEE PART F, OIL SPILL RESPONSE PLANS, IF HAZARDOUS LIQUIDS FACILITY CONTINUE.
- adequate amount of equipment.
- "ready access" established through:
 - direct ownership;
 - joint ownership;
 - CO-OP or OSRO membership;
 - contractual agreement.
- compare to Ops manual for required amounts and access.
- time limits for deployment.
- condition of equipment stored on facility, if any.

Remarks _____

[illegible]

8. [] Emergency Shutdown 154.550

- enables vessel PIC to stop flow, from facility to vessel, or direct facility to do same.
- note type in remarks, and who controls
 - electric, pneumatic, or mechanical link to facility;
 - electronic voice communication system continuously operated.
- near dock manifold connection.
- meets time requirements;
 - oil facility:
 - = operating after 1 Nov 80: 30 seconds;
 - = operating on or before 1 Nov 80: 60 seconds;
 - hazardous liquid facility:
 - = operating on or after 4 Oct 90: 30 seconds;
 - = operating before 4 Oct 90: 60 seconds.

Remarks _____

9. [] Communications 154.560

- continuous two-way voice communication between vessel and facility PICs.
- means to signal use of communications.
- usable in all conditions of weather and operations.
- portable radios:
 - marked or documented as intrinsically safe;
 - certified as intrinsically safe by national testing lab or certification organization recognized by COMDT.
- test communications, record results in remarks.

10. [] Lighting 154.570

- for operations between sunrise and sunset, fixed lighting at:
 - transfer operations work areas for facility and vessel;
 - transfer connection points for facility and vessel.
- located or shielded to prevent interference/confusion with navigation.
- adequate. If not, COTP request verification, record results in remarks.
- provided by vessel or portable approved by COTP?

D. FACILITY OPERATIONS

1. [] PIC Designation/Qualification 154.710, 154.730 and 154.740(b)

- designated by facility operator.

- experience:

Remarks

- at least 48 hours in transfer operations;
- adequate experience at current facility.

- review operations manual for training requirements.

- has certification of completion of required training.

- evidence of designation carried or immediately available at facility.

- record of each person currently designated as Person in Charge.

2 [] PIC Limitation Exemption 156.115

- PIC authorized by COTP to be PIC for both facility and vessel during transfer operations?

[] yes (explain in remarks) [] no

3. [] Are Transfer Notifications Made if Required by 156.118

[] yes [] no [] N/A

4. [] Records Available 154.740

- letter of intent

- declaration of inspection:

- available for all transfers within last 30 days;
- signed only by PICs listed in facility's current record of PIC under 154.740;
- properly completed with following information:
 - = name of vessel and facility;
 - = address/location of transfer;
 - = date transfer started;
 - = list of requirements per 156.120;
 - = date/time of signing, signature/title of all PICs involved in transfer.

- date and result of most recent test or examination under 156.170.

- hose information required under 154.500(e) and (g).

- record of all COTP examinations within last 3 yrs.

- documentation that portable radios are intrinsically safe, if not so marked.

- material safety data sheet for each product transferred at facility.

5. [] Access 154.735(a)

- access for emergency equipment not impeded.

6. [] Fire Extinguishers 154.735(d)

- sufficient number.
- approved by independent laboratory.
- maintained in ready condition.
- suitably located.

Remarks _____

7. [] Protective Equipment 154.735(f)

- ready to operate.

8. [] Smoking 154.735(g)

- "No Smoking" signs conspicuously posted.

9. [] Rubbish 154.735(l)

- kept in receptacles.

10. [] Internal Combustion Engine Equipment 154.735(j)

- not a fire hazard.
- approved fire extinguisher attached, unless one readily nearby.

11. [] Spark Arresters 154.735(k)

- provided on all chimneys or appliances that:
 - use solid fuel;
 - are a hazard to nearby combustible material.

12. [] Heating Equipment 154.735(m)

- has sufficient clearance.

13. [] Fires and Flame Lamps 154.735(o)

- no open fires or flame lamps

14. [] Electrical Wiring and Equipment 154.735(p), 154.735(q) and 154.735(r)

- maintained in safe condition to prevent fires.
- if installed after 4 Oct 90:
 - meets NFPA 70;
 - shows approval for use by:
 - = underwriters laboratories;
 - = Factory Mutual Research Corp.;
 - = Canadian Standards Association.

Remarks

- all applicable contracts and documents list above:
 - retained at facility;
 - available for review.

Remarks _____

4. [] MTR (NTR) Discharge Scenarios 154.1029 and 154.1035

- MTR AMP discharge: _____ BBLS
- MTR MMP discharge: _____ BBLS
- MTR worst case: _____ BBLS
- NTR worst case: _____ BBLS
- consistent with criteria in 154.1029? [] yes [] no

5. [] Sensitive Areas Identified in the ACP 154.1035

- list:
 - (1) _____
 - (2) _____
 - (3) _____
 - (4) _____

6. [] Response Resources Identified 154.1045

- resources for AMP discharge:
 - containment deployable within 1 hour;
 - recovery/storage equipment available on scene in 2 hours;
 - sufficient transport/deployment equipment.
- resources for MMP discharge:
 - high volume:
 - = Great Lakes ports: available on scene in 6 hours.
 - = other ports: available on scene in 12 hours.
 - sufficient transport/deployment equipment.
- resources for worst case discharge:
 - TAPAA facility: equipment required on scene under 3 tier system.
 - non-TAPAA facility: equipment required on scene per 3 tier system.
 - sufficient transport/deployment equipment.
- list major response equipment for AMP/MMP in Physical Info Sect.

7. [] Training 154.1050

- record of response training maintained and available.
- retained for 3 years.

8. [] Drills 154.1055

Remarks _____

- monthly notifications drills; dates: _____
- semi-annual equipment deployment drills; dates: _____
- annual tabletop drills; dates: _____
- annual unannounced drill; dates: _____
- retain records for 3 years.

9. [] Inspection/Maintenance of Non-OSRO Resources 154.1057

- major equipment periodically inspected and maintained in good operating condition.
- records of inspection/maintenance available.
- records retained for 3 years.
- COTP verification of on-site equipment:
 - inventory verified: [] yes [] no
 - records verified: [] yes [] no
 - condition of equipment verified: [] yes [] no
 - inspection/operational test performed: [] yes [] no

_____ if no;

- COTP verification of OSRO equipment:
 - last inspection of OSRO; date: _____

10. [] Date of Most Recent Inspection of Major Response Equipment for AMP/MMP Discharge

- boom
- skimmers
- tow capable boats/engines h.p.
- note date in Physical Info Section.

11. [] Plan Approved by COTP 154.1060

- copy available to owner/operator.
- copy available to qualified individual.
- retained records for 3 years.

12. [] Annual Review by Owner/Operator 154.1065

- annual letters/amendments included with copy of plan.
- changes entered in plan and noted in "Record of Changes."
- dates of annual letters/amendments; dates: _____
- plan revisions required per 154.1065(b).

SECTION 6.

MARPOL RECEPTION FACILITY INSPECTION (33 CFR 158)

A. GENERAL REQUIREMENTS

Remarks _____

1. ☐ **Applicability 158.110 and 158.133**

- oil ☐ yes ☐ no

- NLS ☐ yes ☐ no

- garbage ☐ yes ☐ no

2. ☐ **COAs Required 158.135**

- oil ☐ yes ☐ no

- NLS ☐ yes ☐ no

- garbage ☐ yes ☐ no

3. ☐ **Application for COA 158.140**

- oil date: _____

- NLS date: _____

- garbage date: _____

4. ☐ **Waivers and Alternatives 158.150**

- letter of application date: _____

- COTP waiver letter date: _____

5. ☐ **Termination of COA 158.160 and 158.170**

- reason (suspended, revoked, not applicable)

- COTP letter date: _____

6. ☐ **Reception Facility Operation 158.163**

- full compliance.

- copy of COA must be:

- at port or terminal;

- available for inspection;

- attached to operations manual.

7. ☐ **COA Change of Information 158.165**

- notification in writing & within proper time frames.

- copy of notification maintained at port or terminal until
corrected COA issued.

B. OILY MIXTURES AND RESIDUES

Remarks _____

1. [] **General 158.200**

- holds all required local, state and Federal permits.
- receive within 24 hours notice.
- complete transfer of oily ballast in less than 10 hours.
- complete transfer of oily mixtures in less than 4 hours.
- exception for ship repair yards.

2. [] **Crude Oil 158.210**

- capacities:
 - sludge from fuel and L/O processing: _____
- oily bilge water: _____
- oily ballast: _____

3. [] **Oil Other Than Crude or Bunkers (more than 1000 metric tons) 158.220**

- capacities:
 - sludge from fuel & L/O processing: _____
- oily bilge water: _____
- oily ballast: _____
- cargo residue: _____

4. [] **Barge Terminals and Others 158.230**

- capacities:
 - sludge: _____
- oily bilge water: _____

5. [] **Ship Repair Yards 154.240**

- capacities:
 - ballast water: _____
- oily solids: _____
- oily ballast: _____
- cargo residue: _____

6. [] **Standard Discharge Connection 158.250**

- meets 33 CFR 155.430.
- attaches to each bilge hose or pipe.

C. NOXIOUS LIQUID SUBSTANCES

Remarks _____

1. [] General 158.310

- holds all required local, state, and Federal permits.
- receive within 24 hours of notice.
- complete NLS transfer in less than 10 hours.
- ship repair yard exception.

2. [] Capacity & Exceptions 158.320

- category A capacities:
 - solidifying: _____
 - non-solidifying: _____
- exception for handling only Category B or C: _____
- ship repair yard capacity: _____

3. [] Equipment, Ports & Terminals 158.330

- capable of NLS transfer at mean low tide.
- instruction manual.

D. GARBAGE

1. [] General 158.410

- receive within 24 hours of notice (APHIS regulated garbage)
 - exceptions:
 - = ships operate exclusively within navigable waters of US;
 - = ships operate exclusively between ports/terminals in the continental US;
 - = ships operate exclusively between continental US ports/terminals and Canadian ports/terminals.
- receive medical waste or hazardous waste, or provide list of alternative transporters.
- does not interfere with terminal operations.
- conveniently located.
- garbage cannot enter water.
- holds all required local, state and Federal permits.
- ship repair yard exception.

2. [] Capacity and Exceptions 158.420

- receive all garbage ship desires to discharge, except:
 - large quantities of spoiled or damage cargoes not normally discharged;
 - from ships not having commercial transactions with that port/terminal.

SECTION 7.

PASSENGER TERMINAL VULNERABILITY ASSESSMENT (MSM VOL VII, Chapter 2)

A. CHARACTERISTICS AND SENSITIVITY

Remarks _____

1. [] **Current Threat Analysis**

- available: _____ (3)

- unavailable: _____ (0)

2. [] **Port Accessibility**

- uncontrolled access: _____ (2)

- limited access controls: _____ (1)

- controlled access: _____ (0)

3. [] **Passenger Terminal Volume**

- over 100,000 per year: _____ (2)

- 10,000 - 100,000 per year: _____ (1)

- under 10,000 _____ (0)

4. [] **DoD Assets**

- yes: _____ (1)

- no: _____ (0)

_____ (total)

B. PORT SECURITY FORCE CHARACTERISTICS

1. [] **Description of Force**

- no security guard force: _____ (12)

- security manager, no guard force: _____ (9)

- security manager/guard force, but
little or no training: _____ (6)

- security manager, trained personnel
but, not fully equipped: _____ (3)

- security manager, trained & fully
equipped personnel _____ (1)

- security manager, trained & fully equipped personnel; regular training exercises conducted: _____ (0)
- _____ (total)

Remarks _____

C. PHYSICAL SECURITY CHARACTERISTICS

1. [] **Landside**

- no physical security measures: _____ (4)
- perimeter fencing, landside lighting only: _____ (3)
- fencing/lighting and live patrols or surveillance systems: _____ (2)
- fencing/lighting and electronic surveillance systems: _____ (1)
- fencing/lighting and live & elect. surveillance systems: _____ (0)

2. [] **Waterside**

- no waterside security measures: _____ (6)
- lighting only: _____ (5)
- live surveillance only: _____ (4)
- single electronic surveillance system.: _____ (3)
- multiple electronic surveillance systems: _____ (2)
- electronic & live surveillance systems/patrols _____ (1)
- electronic & live surveillance systems/patrols and lighting: _____ (0)
- _____ (total)

D. PHYSICAL CHARACTERISTICS OF PASSENGER TERMINAL

1. [] **Terrain**

- built up, commercial: _____ (2)
- mountainous, forested, undeveloped: _____ (1)
- open/clear area, undeveloped farm land: _____ (0)

2. [] Routes of Access and Egress

- expressways: _____ (3)
- major highways: _____ (2)
- city streets: _____ (1)
- less frequently travelled roads _____ (0)

3. [] Rail Accessibility

- gates open continuously: _____ (3)
- gates open only when in use: _____ (2)
- unused rail access: _____ (1)
- no rail access: _____ (0)

4. [] Water Channels

- more than 3 choke points: _____ (3)
- 1 - 3 choke points: _____ (2)
- no choke points: _____ (1)
- _____ (total)

E. COMMUNICATIONS

1. [] None: _____ (4)

2. [] Local Only

- non-secure: _____ (3)
- secure: _____ (2)

3. [] Local, State, and Federal

- non-secure: _____ (1)
- secure: _____ (0)
- _____ (total)

F. SUSTAINABILITY

1. [] High Threat - attack imminent

- 1 day: _____ (8)
- 3 days: _____ (6)
- 7 days: _____ (4)
- indefinite: _____ (2)

Remarks _____

2. [] Medium Threat - attack likely

- 1 day: _____ (7)
- 3 days: _____ (5)
- 7 days: _____ (3)
- indefinite: _____ (1)

3. [] Low Threat - terrorist activity possible

- 1 day: _____ (6)
- 3 days: _____ (4)
- 7 days: _____ (2)
- indefinite: _____ (0)
- _____ (total)

G. RESPONSE TIME - SECURITY PERSONNEL

1. [] Police Patrol

- 30 minutes or less: _____ (2)
- 30 - 60 minutes: _____ (3)
- 60 minutes or more: _____ (4)

2. [] Bomb Squad

- 30 minutes or less: _____ (1)
- 30 - 60 minutes: _____ (2)
- 60 minutes or more: _____ (3)

3. [] SWAT

- 30 minutes or less: _____ (0)
- 30-60 minutes: _____ (1)
- 60 minutes or more: _____ (2)
- _____ (total)

H. RESPONSE TIME - EMERGENCY PERSONNEL

1. [] Fire Department

- 15 minutes or less: _____ (1)
- 15 - 45 minutes: _____ (2)
- 45 minutes or more: _____ (3)

Remarks _____

2. [] Pollution Response Team

- 15 minutes or less: _____ (0)
- 15 - 45 minutes: _____ (1)
- 45 minutes or more: _____ (2)
- _____ (total)

Remarks _____

I. PROXIMITY TO URBAN AREAS

1. [] Description

- over 100,000 people: _____ (7)
- 50,000 - 100,000 people: _____ (6)
- less than 50,000 people and ...
 - city of 100,000 less than 20 miles away: _____ (5)
 - city of 100,000 is 20 - 50 miles away: _____ (4)
 - city of 100,000 is 50 - 100 miles away: _____ (3)
 - city of 100,000 more than 100 miles away: _____ (2)
- isolated/rural countryside _____ (1)
- _____ (total)

J. GEOGRAPHIC LOCATION

1. [] Description

- OCONUS (under CG jurisdiction): _____ (8)
- East or West Coast: _____ (6)
- Gulf Coast: _____ (4)
- Alaska, Hawaii, Northwest, Central, or New England: _____ (2)
- _____ (total)

K. PROXIMITY TO INTERNATIONAL BORDERS

Remarks _____

1. [] High Threat

- 0 - 100 miles: _____ (3)
- 101 - 500 miles: _____ (2)
- over 500 miles: _____ (1)
- islands: _____ (0)

2. [] Medium Threat

- 0 - 100 miles: _____ (1)
- 101 - 500 miles: _____ (1)
- over 500 miles: _____ (0)
- islands: _____ (0)

3. [] Low Threat

- 0 - 100 miles: _____ (1)
- 101 - 500 miles: _____ (0)
- over 500 miles: _____ (0)
- islands: _____ (0)
- _____ (total)

L. SUMMARY ASSESSMENT

Remarks_____

1. [] **Total Scores:**

Sect:	Score:	Sect:	Score:
A	_____	F	_____
B	_____	G	_____
C	_____	H	_____
D	_____	I	_____
E	_____	J	_____
		K	_____
TOTAL POINT VALUE			_____

2. [] Range of Vulnerability

- [] Very Low (0 - 10 points)
- [] Low (11 - 25 points)
- [] Medium (26 - 50 points)
- [] High (51- 70 points)
- [] Very High (71-85 points)

SECTION 8.

PHYSICAL INFORMATION

PURPOSE

Physical information is collected to: (1) have information readily available to assist in making a proper and well informed response to an emergency; (2) document annual equipment tests and structural surveys of piers, moorings, and other critical structures on the waterfront facility; and (3) gather other physical information required for contingency planning and port security. Disclosure of some of this information by facility operators may be voluntary and subject in part to the Privacy Act of 1974 (5 U.S.C. 552a). However, facility operators should be made aware that the lack of such information may impair the Coast Guard's response in the event of an emergency.

A. 24 HOUR EMERGENCY CONTACTS:

Name/Position

Phone Nos.

B. FACILITY FILE DESCRIPTION: (Inspectors may elect to use MSIS Facility File screens to complete some parts of the following sections. If so, attach copy to Compliance Booklet. All other information should be recorded in the booklet.)

Ownership: _____
(e.g. commercial, etc.)

Use: _____
(e.g. petroleum prods, etc.)

C. LOCATION:

Physical Location: _____
(harbor, port, etc)

Latitude: N _____ Longitude: W _____

Name of River: _____ River Mile: _____

Facility Mailing Address: _____

D. **INVOLVED PARTIES:**

Owner

Name:
Address:
Phone No.
Contact:
IPN:

Operator

Name:
Address:
Phone No.
Contact:
IPN:

E. **WATERFRONT DESCRIPTION:**

Number of docks & piers: _____

Distance from nearest plant operation: _____

Distance from tank farm: _____

Berthing capacity:

MAX NO. WORKED
SIMULTANEOUSLY

MAX NO. ALL
BERTHS

Barges

Ships

Size of largest vessel serviced: _____ length _____ beam

Size of typical cargo barge: _____ length _____ beam

Maximum draft: _____

Date of last soundings: _____

Number of Bulk Liquid Manifolds: _____

F. **PLANS ON FILE AT MSQ:** (check)

<input type="checkbox"/> Safety/FF	<input type="checkbox"/> Piping/SPCC boundaries	<input type="checkbox"/> Facility overviews
<input type="checkbox"/> Berths	<input type="checkbox"/> Water intakes	<input type="checkbox"/> Sensitive areas
<input type="checkbox"/> Spill trajectory	<input type="checkbox"/> NPDES discharge points	
<input type="checkbox"/> Tank farms	<input type="checkbox"/> Hazardous substance release trajectory	

G. **INTERMODAL INTERFACES:** (circle)

RAIL	TRUCKS	CONTAINERS	AIR
------	--------	------------	-----

H. **CARGO INFORMATION:**

Cargo	Load/Off	Storage Capacity	No. of Tanks	Typical Vol in Storage	No. Xfers per Month	Xfer rate
_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

I. **EQUIPMENT/STRUCTURAL TESTS AND SURVEYS:**

1. **Hose Test Info**

MATERIAL HANDLED	HOSE NUMBER	LENGTH	DIAMETER	MAWP	DATE TESTED	TEST PRESS
_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

2. Loading Arm Test Info

MATERIAL HANDLED	HOSE NUMBER	LENGTH	DIAMETER	MAWP	DATE TESTED	TEST PRESS
_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

_____	_____	_____	_____	_____	_____	

3. Pipe Test Info

MATERIAL HANDLED	DIAMETER	COLOR (IF CODED)	MAWP	DATE TESTED	TEST PRESS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

4. Relief Valves:

TYPE	PIPING SYSTEM	PRESSURE SETTING	DATE TESTED	OPENING PRESSURE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

5. Pressure Gauges:

PIPING SYSTEM	DATE TESTED	TEST PRESSURE	GAUGE PRESSURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Emergency Shutdowns, Remotely Operated Valves, Tank Level Alarms, & Other Remote Operating/Indicating Equipment:

DEVICE	PIPING SYSTEM	DATE TESTED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Structural Integrity (pier, moorings, piping, cradles, etc.)

STRUCTURE	CONSTRUCTION (steel, concrete, wood, etc.)	DATE OF LAST PHYSICAL SURVEY	CERTIFYING ENTITY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

J. MAJOR POLLUTION RESPONSE EQUIPMENT

1. Containment Boom

SPILL SIZE	SERVICE (harbor, open water, etc.)	BOOM	SKIRT DIAMETER	DEPTH	TOTAL LENGTH	DATE CG EXAMINED	SAT OR UNSAT
AMP							
MMP							

1a. Boom Accessories: Anchors, Rigging, Connections

SPILL SIZE	BOOM TYPE	ACCESSORY TYPE	DATE CG EXAMINED	SAT OR UNSAT
AMP				
MMP				

2. Skimmers

SPILL SIZE	SKIMMER TYPE	POWER SYSTEM	CAPACITY	DATE CG EXAMINED	SAT OR UNSAT
AMP					

MMP				

3. Tow Capable Boats

SPILL SIZE	BOAT TYPE	LENGTH	ENGINE HP	DATE CG EXAMINED	SAT OR UNSAT
AMP					
MMP					

4. Contracted Clean-up Companies

A. Name:

Address:

Phone:

B. Name:

Address:

Phone:

C. Name:

Address:

Phone:

5. Spill Drill Information:

TYPE:

DATE:

COMMENTS:

K. FIRE FIGHTING INFORMATION

1. Fire Department

Name of nearest local station: _____

Phone No.: _____ Distance from facility: _____ (kilometers)

Does the fire department have a facility plan on file? ☐ yes ☐ no

2. Facility/Local Fire Department Major Fire Fighting Equipment

A. Fire Trucks

OWNER	# OF PUMP ENGINES	H.P.	CAPACITY	# OF FIRE MONITORS	RANGE OF MONITOR
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

B. Fire Boats

OWNER	# OF PUMP ENGINES	H.P.	CAPACITY	# OF FIRE MONITORS	RANGE OF MONITOR
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

C. Fire Fighting Foam? ☐ yes ☐ no Type Foam: _____ Volume: _____

3. Facility Fire Fighting Equipment

A. Fire main? ☐ yes ☐ no

B. # of fire hydrants:

Total: _____ Within 100m or 100 yds of
bulk liquid manifold: _____

C. Hose information:

	REQUIRED NUMBER	ON HAND	TOTAL LENGTH
1.5 inch hose	_____	_____	_____
2.5 inch hose	_____	_____	_____

4. Facility Fire Extinguishers (i.e. near transfer docks)

A. Types of fire extinguishers (for reference)

	CLASS (size)	SODA ACID (gallons)	FOAM (gallons)	CO2 (lbs)	DC (lbs)
PORTABLE	A-II	2 1/2	2 1/2	--	--
	B-I	--	1 1/4	4	2
	B-II	--	2 1/2	15	10
SEMI-PORTABLE	B-III	--	12	35	20
	B-IV	--	20	50	30
	B-V	--	40	100	50
	C-I	--	--	4	2
	C-II	--	--	15	10

B. List of portable and semi-portable extinguishers

REQUIRED		ON HAND	
NUMBER	CLASS	NUMBER	CLASS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

L. PHYSICAL SECURITY EQUIPMENT

A. Date of last security survey: _____

B. New Survey Needed? ☐ yes ☐ no

C. If yes, details:

ELEMENT	YES OR NO	TYPE	REMARKS
Access control system	_____	_____	
Security ID cards	_____	_____	
Perimeter Security (fence, etc.)	_____	_____	
Lighting (type, number)	_____	_____	
Intrusions detection (alarms)	_____	_____	
Security force	_____	_____	
Emergency Plans	_____	_____	
Communications	_____	_____	

SECTION 9.

FACILITY TARGETING/RISK ASSESSMENT

[To be developed]

SECTION 10.

SIGNATURES AND REVIEWERS REMARKS

This inspection booklet is comprised of the following sections: (check the appropriate boxes)

[] Section 1 (Designated Waterfront Facility)

[] Section 6 (MARPOL Reception Facility)

[] Section 2 (LNG Facility)

[] Section 7 (Passenger Terminal Vulnerability Assessment)

[] Section 3 (LHG Facility)

[] Section 8 (Physical Information)

[] Section 4 (Bulk Liquid Facility)

[] Section 9 (Facility Targeting/Risk Assessment)

[] Section 5 (Mobile Bulk Liquid Facility)

[] Section 10 (Signatures and Reviewers Remarks)

The inspection documented in this booklet was completed by the U. S. Coast Guard on _____ .
(date)

Signature of CG Team Leader: _____ **Date:** _____

Signature of Facility Representative: _____ **Date:** _____

REVIEWERS REMARKS:

[illegible]

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